

Department of Finance and Administration
Regulatory Services Division - Transportation Section
5050 Wright Road
Houston, Texas 77032
281-233-7860 Office
281-233-2052 Facsimile
Monday through Friday
7:00 a.m. until 6:00 p.m.

Valet Parking Service Checklist

- ☐ Complete the application in its entirety and have it notarized.
- ☐ Separate, copy as necessary, and take only the Schedule H to the Houston Police Department (HPD) located at 1200 Travis on the 10th Floor for fingerprinting. Leave this form with HPD.
*NOTE * Each individual who is required to fill out a schedule H must submit himself/herself to be fingerprinted at the Houston Police Department or to the Police Department of any city or town and that police department should forward the fingerprints to the Houston Police Department located at 1200 Travis, 10th Floor, Houston, Texas 77002.*
- ☐ Submit the remainder of the application to the Transportation Office along with:
 - An original indemnity release form signed and notarized by each principal;
 - Fee payment in the amount of \$1,000 payable to the City of Houston (\$750.00 Renewal);
 - Original Certificate of Incorporation (Only if a Corporation); and
 - Original Assumed Name Certificate.
- ☐ Allow a minimum of 10-12 working days for processing.
- ☐ Call the Transportation Section to verify that all documents have been received.
- ☐ Go to 5050 Wright Road and present 2 separate money orders – per principal:
 - (1) payable to the City of Houston in the amount of \$24.00 and
 - (2) payable to the Texas Department of Public Safety in the amount of \$15.00.
- ☐ Sign an authorization form for a criminal records check.
- ☐ Note - Valet parking zone permits may be obtained from the Public Works Department - Traffic & Transportation Division located at 611 Walker, 5th Floor (713-837-7280).

Please refer to the City of Houston's Code of Ordinances Chapter 46, Vehicles for Hire and Valet Parking Services for more detail (<http://www.houstontx.gov/codes/>).

Other Application Information

- Incomplete applications will not be processed.
- Only original documents will be accepted. No copies.
- Documents must have identical names and spellings.
- Documents containing alterations, erasures or outdated photos will not be accepted.
- Fraudulent documents will be confiscated.
- All fees are non-refundable. Cash is not accepted.

CITY OF HOUSTON

Department of Finance and Administration

Regulatory Services Division

5050 Wright Road

Houston, Texas 77032

(281) 233-7860

fax (281) 233-2052

e-mail: fa.director@cityofhouston.net

FOR OFFICE USE ONLY

TYPE:

NEW

RENEWAL

EXPIRED

VEHICLE-FOR-HIRE VALET PARKING SERVICE APPLICATION

1. TYPE OF BUSINESS (Check One) ☐Proprietorship ☐Partnership ☐Corporation
2. Harris County DBA: _____
3. Owner's Name: _____
4. Business Address: _____
 Street City State Zip
5. Mailing Address: _____
 Street City State Zip
6. Applicant Name: Last _____ First _____ Middle Initial _____
7. Business Phone: _____ / _____ / _____ Fax Number: _____ / _____ / _____
8. List names of Partners, Principal Officers of Corporation, or each person who holds 10% or more of outstanding company shares. (Attach a copy of the Partnership Agreement or Articles of Incorporation.)

Name	Title
_____	_____
_____	_____

Under penalties of perjury, I (print name) _____, declare that I have examined this application and accompanying attachments, as required, and to the best of my knowledge and belief, that all the information herein is true, correct and complete.

Applicant's Signature

State of Texas

County of Harris

Before me, _____, on this day
personally appeared _____
proved to me through _____ to be the person
whose name is subscribed to the foregoing instrument and acknowledged that he/she executed the
same for the purposes and consideration therein expressed.

Given under my hand and seal of office this
day of _____, A.D. 200

Signature of Notary

TDL# _____

DOB# _____

SCHEDULE H PERSONAL HISTORY OF BUSINESS OWNERS

INSTRUCTIONS:

If you answered "proprietor" for item# 1 on the valet parking service application, fill out a Schedule H for yourself. For "partnerships", each partner must complete a separate Schedule H. For "corporations", each of the three principal officers of the corporation must complete a separate Schedule H.

Each individual who is required to fill out a schedule H must submit himself/herself to be fingerprinted at the Houston Police Department or to the Police Department of any city or town and that police department should forward the fingerprints to the Houston Police Department (1200 Travis, 10th Floor, Houston, Texas 77002).

Name of Individual, Partner or Principal Officer _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Form of Business _____ % of Ownership Interest _____

Date of Birth _____ Age _____ Place of Birth _____

Social Security Number _____ Texas Drivers License Number _____

Sex _____ Race _____ Marital Status _____ U.S. Citizen: Yes _____ No _____

Weight _____ Color of Hair _____ Color of Eyes _____

Names and addresses of each business owned or operated for preceding five (5) years:

Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code
Date From – To	Street Address	City	State	Zip Code

Has individual filling out this form been convicted of any criminal offense in any state, or spent time in jail or prison in the preceding seven (7) years? ☐ Yes ☐ No If yes, provide the following:

Offense convicted of _____

Date of conviction _____

Place of conviction _____

Court and Case number _____

DO NOT WRITE BELOW THIS LINE

<p>MUNICIPAL COURTS (Warrant Check) 1400 Lubbock, 1st Floor</p>	<p>_____</p> <p>Checked By: _____</p> <p>_____</p> <p>Clerk; Corporation Court</p>
<p>Houston Police Department or Local Police Department 1200 Travis, 10th Floor</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City, State and ZIP</p>	<p>RIGHT HAND 1. Thumb Print</p> <p>_____</p> <p>FPC: _____</p>
<p>Finance & Administration 5050 Wright Road</p> <p>_____</p> <p>Money Order # _____ for City of Houston</p> <p>Money Order # _____ for TxDPS</p>	<p>_____</p> <p>Application Reviewed By: _____</p> <p>Investigator: _____ Date: _____</p>

CITY OF HOUSTON
DEPARTMENT OF FINANCE AND ADMINISTRATION
VALET PARKING SERVICES

INSURANCE FILING FORM

This certifies that the below named insured is provided commercial auto liability general insurance, auto liability and garage insurance with a company on the "List of Authorized Insurance Companies" published by the Texas Department of Insurance (Phone 1-800-252-3439) that is authorized to sell auto liability, or is a "county mutual" identified with a code number 56; and has a 30-day cancellation endorsement (TE 02-02A) to the City of Houston, Finance and Administration Department/Regulatory Services Division, Transportation Section, P.O. Box 1562 Houston, Texas 77251.

Named Insured and Mailing Address:

Additional Insured (name of city permit holder if different from above named insured):

Policy Period From: _____ To: _____

Minimum Limits for Commercial General Liability: Bodily Injury and Property

- Damage, Combined Single Limits of \$300,000 for Each Occurrence and \$300,000 Aggregate
- Auto Liability Insurance: \$300,000 Combined Single Limit per Occurrence
- Garage Insurance \$300,000 Combined Single Limit

Endorsements: TE 02-02A-30-Days _____

Name of Insurance Company _____

Address _____

Signed By: _____
(Authorized Company Representative)

Policy Number

Print Name

Phone Number

This is an official government record. A false entry may constitute a felony of the third degree.

CITY OF HOUSTON
DEPARTMENT OF FINANCE AND ADMINISTRATION
VALET PARKING SERVICES

INDEMNITY AND RELEASE FORM

The Permittee agrees to and shall defend, indemnify, and hold the City and its agents, employees, officers, and legal representatives, (collectively, the “city”) harmless for all claims, causes of action, liabilities, fines, and expenses (including without limitation, attorneys’ fees, court costs , and all other defense costs and interest) for injury, death, damage, or loss to persons or property sustained in connection with or incidental to any performance under this permit, including, without limitation, those caused by:

1. The Permittee’s and/or its agents’ employees’, officers’, directors’, contractors’, or subcontractors’ (collectively in lettered paragraphs 1-3, “Permittee’s”) actual or alleged negligence or intentional acts or omissions;
2. The City’s and the Permittee’s actual or alleged concurrent negligence, whether the Permittee is immune from liability or not; and
3. The City’s and the Permittee’s actual or alleged strict product liability or strict statutory liability, whether the Permittee is immune from liability or not.

The Permittee shall defend, indemnify and hold the City harmless during the term of the permit and for two years after the permit expires. The Permittee’ indemnification is limited to \$500,000.00 per occurrence.

The Permittee agrees to and shall release the City from all liability or injury, death, damage, or loss to persons or property sustained in connection with or incidental to performance under the permit, even if the injury, death, damage or loss is caused by the City’s sole or concurrent negligence.

Signature of Applicant

**If the application is for a proprietorship, the proprietor and the proprietor’s spouse must each sign an Indemnity and Release Agreement; if it is on behalf of a partnership, each partner must sign one; and in the case of a corporation, each officer, each director and each other person who holds ten percent or more of the outstanding shares must sign an agreement.*

State of Texas

County of Harris

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____ who being by me duly sworn, on his/her oath says that he/she is the person who has this day signed this Indemnity and Release form and the foregoing application for a permit to operate a Valet Parking Service in the City of Houston, and that within the knowledge of affiant every fact therein stated is true and correct.

SWORN TO AND SUBSCRIBED before me this _____ day of _____, A.D. 20_____

Notary Public in and for the State of Texas